

CODE ENFORCEMENT SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Code Enforcement Specialist classification exists is to coordinate various programs such as graffiti abatement, tool loan, and Scottsdale Outlook awards in the Citizen and Neighborhood Resources Department. This classification does not supervise. Work is performed under general direction type of supervision by the Code Enforcement Manager. The Code Enforcement Specialist is distinguished from a Code Inspector by the lack of inspection and citation violation responsibility.

ESSENTIAL FUNCTIONS

Conducts graffiti abatement on a complaint and pro-active basis within 24 hours of a reported graffiti violation.

Responsible for the care and maintenance of all graffiti equipment and inventory control of paint and assorted paint materials. Maintains storage room.

Develops and maintains the paint donation program, contacting existing and new retailers as required to keep adequate supplies of paint.

Approves or denies business and tax license applications. Explain permissible business uses in particular zoning districts.

Responsible for posting zoning hearings, development review board, board of adjustment and board appeals notices of public hearings.

Delivers hearing packets to Scottsdale board commission members.

Assists the code inspectors with special projects, property re-inspection and clerical/record-keeping duties

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

MS Word

Ability to:

Work effectively with City staff and citizens.

Communicate orally with customers regarding concerns and/or general information in a face-to-face, one-on-one setting.

Keep basic records; reads maps; follows oral and written instructions.

Operate gas and electric paint sprayers, gas powered water cannon, gas weed eater and lawn mower.

Operate a variety of standard office equipment, including a personal computer, that requires

continuous and repetitive eye and arm or hand movement.

Establishes and maintains effective working relationships with co-workers, supervisors, and the general public.

Perform duties that may require extensive standing and lifting of paint materials and equipment. Lifts up to 75 pounds. Works in extreme weather conditions.

Attendance and punctuality are essential functions to this position.

Education & Experience

Any combination of education and experience equivalent to a high school diploma and a minimum of six months recent experience working with the public is essential. Requires a valid Arizona drivers license with no major driving violations within the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified